

Bureau of Construction Codes & Fire Safety Internal Procedure for Third Party Plan Review

Introduction

The Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230 provides that the Construction Code Commission (commission) may approve third parties to review plans for premanufactured 1 and 2 family dwellings. The third party may approve the plans on behalf of the commission for the issuance of a Building System Approval Report (BSAR). The approval of the third party is not an approval to manufacture. The BSAR that is issued by the Bureau of Construction Codes and Fire Safety (BCCFS) is the approval for the manufacturer to begin production.

Process

Approval of Third Party Plan Review Agency: The agency must submit an application in accordance with Rule 1170 of the Premanufactured Unit General Rules. The appropriate fee and three copies of the compliance assurance (CA) manual in the format prescribed must accompany the application. The third party plan review agency and the manufacturer must show a reason for seeking the approval for third party plan review. The application and CA manual will be reviewed, and when in compliance, the application shall be referred to the commission for approval.

Approval of manufacturer's systems manual: The systems manual is a compilation of the manufacturer's standards for construction. This shall include but is not limited to material specifications, equipment specifications and details, structural details, schedules for standardized components and other standardized construction methods. Once approved by the bureau, the third party agency must use it as the basis for the review and approval of the manufacturer's building systems. The manual will be in the format prescribed by the BCCFS Plan Review Division.

Third party review and recommendation of compliance: The construction documents for the building system shall be reviewed for compliance with the Michigan Residential Code and the Michigan Uniform Energy Code. The agency may recommend approval of the document when finding them in compliance with the code and applicable standards. The third party plan reviewer cannot approve alternative compliance methods. The BCCFS Plan Review Division must approve alternative compliance methods. The agency is not allowed to render interpretation of the requirements in the code. If an interpretation of the code or a procedure is needed, the agency shall request it in writing from the BCCFS Plan Review Division. The decision of the Plan Review Division is final unless appealed to the commission.

Submission to BCCFS Plan Review Division: When the agency has determined compliance with the Michigan standards, three copies of the construction documents, an Application for Premanufactured Unit, the appropriate fee and recommendation of

compliance by the agency. This recommendation of compliance shall not be construed as authorization to manufacture. The BSAR is the authorization to manufacture and must be issued by the bureau.

Review of submission by BCCFS Plan Review Division: The BCCFS Plan Review Division will log in each submittal. The submittal will go through the standard plan review process. Once there is assurance the agency is conducting the review in accordance with BCCFS standards, a sampling method may be use for quality control. If the documents are in compliance, the approval will be noted and the appropriate documents filed. If the documents are found not in compliance with the code the manufacturer will be notified and the agencies fitness investigated. The manufacturer must provide the corrections to the bureau.

Issuance of BSAR and approval to manufacture: The BSAR will be issued when the documents are in compliance with the state construction code. A copy of the BSAR and one set of approved construction documents will be forwarded to the manufacturer and the inspection agency. This will be the manufacturer's authorization to put the unit into production. One set of approved documents will be retained by BCCFS, and the BSAR will be posted on the BCCFS website.

Additional Guidance: When questions arise or additional guidance is necessary in the processing of application for approval of third party plan review agencies or submissions from a third party agency, guidance shall be given by the managers of the Plan Review Division in conjunction with Bureau Management.

Plan Review Division staff are encouraged to work with all parties in the execution of this procedure. However, staff is also cautioned to not stray from the process outlined in this procedure or the rules or statute governing the processing of Premanufactured Units.